

CONTRACT NUMBER TIRNO-00-D-000XX
PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS

J.1 TASK ORDER PLACEMENT PROCEDURES

J.1.1 INTRODUCTION

Pursuant to Federal Acquisition Regulation (FAR) 16.505(b), Orders Under Multiple Award Contracts, the following procedures and selection criteria will be used to provide multiple awardees a fair opportunity to be considered for each Order under TIPSS.

J.1.2 REQUIREMENTS DEFINITION

All Task Order awards are preceded by the development of a requirement's package by the Government customer and the TIPSS Technical Contract Management office (TCM). For Treasury Bureau Task Orders, the Bureau Contracting Officer, working with the IRS Administrative Contracting Officer, is responsible for task order negotiation, award, administration, performance assessment and closeout.

J.1.3 CONTRACTOR SELECTION PROCEDURES

These Task Order placement procedures are outgrowths of experience under the predecessor contracts and as mandated by FAR 16.505(b). They are intended to accommodate real and significant differences between Treasury requirements in a manner consistent with law and regulation. They thus recognize different requirements, and enable the Contracting Officer to exercise broad discretion as mandated by FAR 16.505(b).

Major differences in the character of individual technical requirements will lead to different types of appropriate selection methodologies. The Contracting Officer, in consultation with the Lead COTR and customer, will determine and use the procedures that are in the Government's best interests.

The Government may use any one methodology described below, or combination thereof, for any requirement under the contract regardless of dollar value and scope. Selection criteria may include, but are not limited to, such factors as past performance, quality of deliverables, cost or price, CMM[®] status, or other factors that the Contracting Officer believes are relevant to a prospective task order award decision:

(a) **REQUEST FOR TECHNICAL RESPONSE (RTR):**

This procedure is generally used for requirements of moderate complexity and estimated dollar amount. Typical characteristics include relatively well-known technology, multiple firms having established capabilities, and a minor amount of subcontracting usually necessary.

CONTRACT NUMBER TIRNO-00-D-000XX
PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS

The RTR and draft SOW will be transmitted to all eligible contractors for the given task area. The following characteristics apply:

- (i) Interested contractors must respond within the number of days specified.
- (ii) Project profiles are required, along with an estimate of labor hours by skill mix.
- (iii) Responses will be page-limited, as specified.
- (iv) Information submitted will be evaluated using criteria listed in the RTR.
- (v) Oral presentations are not required, unless otherwise specified.
- (vi) Cost will always be an evaluation factor. Information used may include cost history, information contained in required cost reports, and estimates of labor hours by skill mix.
- (vii) The technical factor is primary unless otherwise stated in the RTR. Cost will be a secondary factor, increasing in importance when technical factors are approximately equal.

(b) **REQUEST FOR TECHNICAL AND COST PROPOSAL (RTCP)**

This procedure is used for complex acquisitions with higher dollar estimates. The acquisitions under this procedure are expected to involve more complex skill sets or sophisticated technology, or major subcontracting is potentially involved. The effort may have a significant impact on the TIPSS customer organization and be critical to its success.

A Request for Technical and Cost Proposals (RTCP) will be issued to all eligible contractors for the given task area. The following characteristics apply:

- (i) Interested contractors must respond within the number of days specified.
- (ii) Project profiles and cost proposals are required.
- (iii) Responses will be page-limited, as specified.
- (iv) Information submitted will be evaluated using criteria listed in the

CONTRACT NUMBER TIRNO-00-D-000XX
PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS
SECTION J – LIST OF ATTACHMENTS
RTCP.

- (v) Oral presentations are required, unless otherwise specified.
- (vi) Cost will always be an evaluation factor. The submitted cost proposal will be the primary basis of evaluation, however, a cost realism review may be conducted using cost history and other available cost information.
- (vii) The technical factor will be primary unless otherwise stated in the RTCP. Cost will be a secondary factor, increasing in importance when technical factors are approximately equal.

(c) **SINGLE SOURCE**

Per FAR 16.505(b)(2), awardees need not be given an opportunity to be considered for a particular order in excess of \$2,500 under multiple delivery order contracts or multiple Task Order contracts if the Contracting Officer determines that -

- (i) the agency need for such supplies or services is of such urgency that providing such opportunity would result in unacceptable delays;
- (ii) only one such contractor is capable of providing such supplies or services at the level of quality required because the services to be ordered are unique or highly specialized; or
- (iii) the order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an Order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order, or
- (iv) it is necessary to place an Order to satisfy a minimum guarantee.

(d) **SMALL BUSINESS SET-ASIDES**

The TIPSS source selection procedures include an option to solicit only to TIPSS small business primes. This will be used when a customer requests that only small businesses be considered.

The customer will be required to submit this request in writing. The request will be in a standard format describing the reason for requesting only small

CONTRACT NUMBER TIRNO-00-D-000XX

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J – LIST OF ATTACHMENTS

businesses be considered and shall explain that the TIPSS vehicle would not be used for the procurement if a small business set-aside was not available. This written documentation will be made available to any TIPSS prime contractor upon request.

The TIPSS marketing campaign may include a reference to this procedure. It will be made clear that this applies only when customers specifically require a small business set-aside or small business credit.

CONTRACT NUMBER TIRNO-00-D-000XX

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J – LIST OF ATTACHMENTS